

# I S McKenna Electrical Contractors Ltd

## Health & Safety Policy

The following document should be read in conjunction with the other Company Policies and Procedures, relevant Method Statements and Risk Assessments. This document will form part of the management systems of the Company.

This document includes:-

**Section 1 - The Statement of Intent**

**Section 2 - Health & Safety Organisational Responsibilities and Organisation Chart**

**Section 3 - Health & Safety Arrangements**

A copy of this document is issued to all employees and is available in hard copy or electronic format.

Policy and Procedure documents are retained at Head Office and are available on request.



**Ian McKenna**  
**Managing Director**

**Date: 31.05.19**

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# HEALTH AND SAFETY POLICY

## SECTION 1 - STATEMENT OF INTENT

The Health & Safety Policy applies to all employees of McKenna Electrical, self-employed and agency workers as applicable. It is the aim of the policy to provide and maintain so far as is reasonably practicable, safe and healthy working conditions for all employees and to ensure that work carried out by McKenna Electrical does not adversely affect the Health and Safety of persons who are not its employees, including employees of other Companies and members of the public. The objectives of the policy are:-

To work to the guidance outlined in the revised HSG65 document – which reflects the PLAN, DO, CHECK, ACT process. By doing so the organisation believes that it can:-

1. Improved working conditions for Employees.
2. Enhanced understanding and commitment at all levels of the organisation to Health, Safety and Environmental issues.
3. Improved understanding of and adherence to the Risk Assessments and Method Statements, standard operating procedures produced by McKenna Electrical
4. Reinforce the adherence to the safe working practices and safety processes.
5. Encourage all employees to make constructive suggestions for improvements in health and safety management.
6. Identify training enhance Health and Safety awareness and performance.

It is fundamental to this policy that Health and Safety shall be managed at all levels of the organisation. Every employee is responsible for the safe execution of their duties and ensuring that no one is put at risk by their acts or omissions. They must not ignore Health and Safety issues that come to light and must not be reluctant to bring these Health & Safety issues to the attention of the senior management team. No employee will be subject to disciplinary action if they refuse to undertake a task that is inherently unsafe.

This overall philosophy is encompassed within the Key Words:-

<b>Accountability</b> –	understand your responsibilities to yourself and others
<b>Attitude</b> –	have a positive and proactive approach to Health and Safety
<b>Action</b> –	Don't leave hazards unresolved – someone might get hurt.

4. Employees are actively encouraged to approach the Directors & management of McKenna Electrical who have responsibility for Health and Safety matters.
5. Where and when appropriate, consultation will take place between the management and employees, in order to develop and implement measures to promote workplace Health and Safety.
6. McKenna Electrical shall provide relevant safety information and training as is necessary for employees in respect of risks to health and safety which may arise at their work place or as a result of their work activities. This may be via meetings, training sessions or bulletins.
7. All sub contractors are bound by their responsibilities under the Health & Safety at Work Act and McKenna Electrical requirements for health & safety.
8. Personal safety performance will always be considered in the assessment of an employee's overall performance. Any employee who wilfully contravenes a company or legal requirement concerning health & safety or who fails to take reasonable measures to protect the health and safety of themselves and others will be liable to disciplinary action.
9. Key milestones for 2018/2019 :-
  - Maintain an action plan for Health & Safety developments and initiatives.
  - Maintain the record on accidents and ill-health arising from work activities.
  - Develop the communication processes within the organisation.
  - Formulate a structured training plan.
  - Set achievable Key Performance Indicators for Health & Safety Performance.
  - Increase employee involvement.
10. The Health & Safety Policy will be formally reviewed every 12 months by the Directors of McKenna Electrical. Alterations which become essential between review dates will be considered by the Directors and implemented as appropriate. (e.g. – legislative changes)



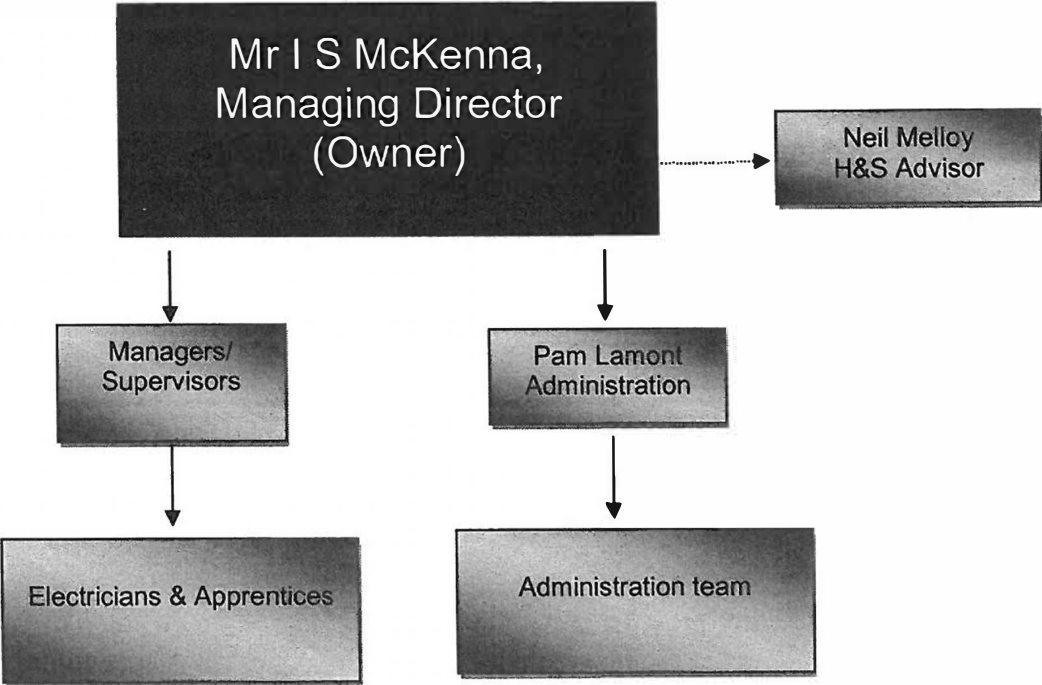
**Ian McKenna**  
**Managing Director**

**Date: 31.05.19**

## **Section 2 - ORGANISATIONAL RESPONSIBILITIES.**

- 2.1 Company Health & Safety Organisation Chart
- 2.2 Managing Director
- 2.3 Site Based Employees
- 2.4 Office based Employees
- 2.5 Clients / Visitors
- 2.6 Sub Contractors
- 2.7 Health & Safety Advisor

2.1 Company Health & Safety Organisation Chart



## 2.2 Managing Director

The Managing Director is responsible for the strategic vision of the McKenna Electrical with regards to Health and Safety at work. Specific duties:-

- a) Demonstrate a personal commitment to Health & Safety issues and act as a role model.
- b) Ensure that sufficient resources including both financial and management time are allocated to the area of Health & Safety management to meet the requirements of the integrated management systems.
- c) Promote a positive Health & Safety Culture within the organisation.
- d) Provide adequate resources to meet the Annual Training Plan.
- e) Review the management systems and the Health & Safety Policy on a regular basis, the latter at least annually.
- f) Ensure that the general policies and procedures that are adopted throughout the organisation take account of Health & Safety issues and that these policies and procedures conform to the requirements of the management systems and that they are reviewed on a regular basis by the appropriate level of management within the organisation.
- g) Ensure that Company management processes reduce the risks and hazards that the workforce is subject to within their normal operations
- h) Ensure that the internal communication processes are such that a free flow of information is created throughout the organisation. Including issuing appropriate Health & Safety Documentation and information.
- i) Ensure that an effective audit and review process is in place that effectively monitors the Company's Health and Safety performance.
- j) Develop Key Performance indicators for the Company review these on a regular basis throughout the year.
- k) Ensure that Health and Safety is discussed on a regular basis within the organisation.
- l) Develop an audit plan and review its implementation with other Directors and Managers Take action where appropriate where non-conformances or poor practice is identified.

## 2.3 Directors / Managers/Operational Supervisors

- a) Demonstrate a personal commitment to Health & Safety issues and act as a role model.
- b) Observe the Company's Health and Safety Policy and Procedures
- c) Organise the work areas so that work is carried out to the required standard, with minimum risk. Issue work method instructions in writing where necessary.
- d) Understand the requirements of relevant legislation, including LOLER, PUWER and COSHH.
- e) See that Regulations and other legal requirements are observed; that all registers, records and reports are in order and all equipment or machinery are evaluated to ensure safe operation.
- f) Give all their direct staff instructions on their responsibilities for correct working methods;
- g) Ensure that employees do not require or permit anyone, (particularly apprentices/young people) to take unnecessary risks.
- h) Ensure that materials are delivered and stacked to avoid risks; plant is positioned and used effectively; electrical equipment is installed and maintained without endangerment.
- i) Plan and maintain a tidy and effective working area.
- j) Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- k) Undertake toolbox talks and training as required.
- l) As part of the Company audit plan regularly inspect, audit and record the working practices of the employees to ensure compliance with statutory and Company rules. Take action where appropriate where non conformances or poor practice is identified.
- m) Use safety equipment and protective clothing supplied. Appropriate safety equipment to be worn at all times.
- n) Report accidents/incidents, however slight, to office for entry in accident book and follow the accident reporting procedure. Investigate accidents, incidents and near misses as soon as they are reported. Ensure that lessons learned from these incidents are communicated to the employees and where appropriate working practices or work equipment changed to ensure that accidents of a similar nature do not occur again.



## **2.5 Site and Office employees**

- a) Shall observe the Company's Health and Safety Policy and Procedures
- b) Use correct tools and equipment for the job, only use equipment if you have been trained in its use.
- c) Use safety equipment and protective clothing supplied. Appropriate safety equipment to be worn at all times.
- d) Develop a personal concern for yourself and others, particularly visitors, new employees and young people. Warn new employer of known hazards.
- e) Report to your immediate manager/supervisor any hazards identified and or defects in PPE or equipment.
- f) Avoid improvising which initiates unnecessary risks.
- g) Refrain from horseplay and abuse of welfare facilities.
- h) Keep work equipment and tools in good condition.
- i) Suggest ways of eliminating hazards.
- j) Report accidents/incidents, however slight, to office for entry in accident book and follow the accident reporting procedure.
- k) DO NOT under any circumstances report for work when under the influences of alcohol or drugs. Unless medically prescribed.
- l) Attend the company Health & Safety induction programme and other training programmes arranged for you by the company.
- m) Read and observe all company rules.
- n) Comply with the risk assessments and COSHH assessments as noted to you for the task /job you are undertaking. Do not undertake a job unless you have the appropriate assessment.

## **2.5 Clients/Visitors**

- a) Shall observe the Company's Health and Safety Policy and Procedures
- b) Client representatives /visitors must report to the office reception upon arrival and departure.

- c) They must adhere to the Health and Safety at Work Act and any site rules applicable at time of visit.
- d) Appropriate safety equipment to be worn at all times. This will be a minimum of Hard Hat, Hi Visibility Jacket and safety footwear.
- e) Report any accidents to Head Office immediately for action and subsequent entry in the accident book
- f) Report on any near miss or breach of regulations observed to the site office.

## **2.6 Sub Contractors – Including Labour only sub contractors**

- a) Shall observe the company's Health and Safety Policy and any instruction given by persons enforcing the company's safety standards.
- b) Shall not work for the company until the relevant rules are read, understood and accepted.
- c) Shall not work for the company unless properly insured against all relevant risks.
- d) Ensure all employed are trained and competent to carry out all tasks.

## **2.7 Health & Safety Advisor (External)**

For specific Projects or work the Company may employ an external Health & Safety Advisor.

They will be chosen on the basis of their knowledge and experience for the specific role

This may include such areas as:-

- a) Preparation and Review of the Company Health & Safety Policy.
- b) Assistance in ensuring that the Health and Safety Policy and all legislation pertaining to the company, is being adhered to.
- c) Advice on any matters with regards to Health and Safety at Work.
- d) Advice on legislation and Codes of Practice as they are issued.
- e) Help ensure that adequate training programs are prepared and carried out for all members of staff.
- f) The visiting of contracts/offices/or work places will be undertaken as dictated by management.

- g) Support the Company in any way that will improve the Health & Safety of the organisation.

## **SECTION 3 – HEALTH & SAFETY ARRANGEMENTS**

The Company operate predominantly in the capacity of a Sub Contractor; there are occasions where they do undertake the duties of a Principal Contractor. The Health and Safety arrangements reflect this situation. The organisation currently has a Head office & Store within Kirriemuir with the majority of the workforce working on either commercial or domestic sites throughout Eastern Scotland providing Electrical Installation and Contracting services.

There are various Acts and Regulations that are applicable to the Construction Industry the Company will endeavour to do everything reasonably practicable to comply with their requirements under these Acts and Regulations. Specific issues will be covered in Method Statements, Risk Assessments and working practices which will then be communicated to the workforce.

### **3.1 Accidents, Incidents & Investigation**

All accidents and incidents must be reported immediately they have occurred to the Managing Director/Head Office. If an injury has occurred the individual must be made comfortable and safe and the appropriate action taken to have their injuries treated. I.e. Call a First Aider or the emergency services.

A full investigation must be undertaken at the earliest opportunity to ensure the full facts are obtained so that lessons learned can be circulated within the organisation. All employees must co-operate fully in such investigations.

If possible photographs should be taken of the scene of all accidents of a serious nature and where appropriate rough sketches or diagrams will be made. Witnesses will be interviewed and statements taken, as soon after the accident or incident has occurred. Other than to make the site safe the location of an accident must not be altered or reinstated until the investigation has taken place.

Records of all injuries will be recorded and kept in Head office, and analysis undertaken to establish any trends or patterns, together with a cost analysis, to identify the true cost of the incident.

The Company has responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Fatalities, major injuries, disease or dangerous occurrences as defined under RIDDOR must be reported **immediately** to the Managing Director.

### 3.2 Asbestos

Only workers who have been trained specifically in Safe Working Practices are permitted to work with asbestos. Specific legislation, the Control of Asbestos Regulations, covers asbestos at work.

Asbestos based materials have been widely used in the past and although recent legislation has prevented its continued use the substance will still be found throughout buildings for many years to come. Given the nature of the work undertaken by the Company employees may come into direct contact with materials containing Asbestos particularly if undertaking refurbishment works in old buildings. If an employee believes they have come upon asbestos related materials they should immediately cease the work they are doing, and notify their Supervisor or Manager immediately. Any subsequent work or inspection will be carried out by an approved organisation.

As a Company we shall undertake to carry out the requirement of regulation 4 of the Control of Asbestos Regulations and survey and prepare an asbestos register for all appropriate premises owned by the Company.

### 3.3 Construction (Design & Management) (CDM)

There are specific requirements under the CDM Regulations required during the Construction Phase of the Project for both Principal Contractors and Sub Contractors. Where a contractor is the sole contractor on a private or small commercial contract they will have the responsibility to create the Construction Phase Plan, which should reflect the scope and size of the project. We will fulfil our responsibilities in whatever every form (i.e. Principal Contractor or Contractor) our participation in a contract takes.

Some of the key elements of the CDM regulations are outlined below.

Construction works must be notified if:-

- a) Construction Work lasts longer than 30 days and has more than 20 workers employed simultaneously at one point on the project or.
- b) Or exceed 500 person days.

The requirements of the Principal Contractor and in situation– include planning, managing, monitoring and coordinating the construction phase:

Specifically they should be responsible for

- Ensure that they liaise with the client and that they are aware of their duties
- Passing relevant information, as requested to the Principal Designer.
  
- Develop the Construction Phase Plan.
- Arrange for and monitor competent Sub Contractors.
- Allow only authorised people on site.

- Ensure co-ordination and co-operation between Contractors including communication arrangements on site for Health & Safety.
- Monitor Health & Safety performance.
- Provide training for Health & Safety, and have arrangements for discussing Health & Safety matters with people on site.
- Display notification details.

As stated above the completion of the Construction Phase Plan is an important milestone within the contract and it may fall to Contractors such as ourselves to prepare a document if we are the only contractor on site. The Construction Plan in this situation should be appropriate to the size of the contract but also cover the key areas outlined in the regulations:-

A description of the project such as key dates and details of key members of the project team; the management of the work including:

- (i) the health and safety aims for the project;
- (ii) the site rules;
- (iii) arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings;
- (iv) arrangements for involving workers;
- (v) site induction;
- (vi) welfare facilities; and
- (vii) fire and emergency procedures

### **3.4 COSHH**

COSHH risk assessments will be available for all employees and they should make themselves aware of the safety requirements for all products they deal with

We will review any chemicals or substances we use or produce that might be considered hazardous.

We will consider how can these cause harm and how can you reduce the risk of harm occurring?

- Can we avoid using a hazardous substance or use a safer process – preventing exposure?
- Can you substitute it for something safer –
- Can you use a safer form, e.g. can you use a solid rather than liquid to avoid splashes or a waxy solid instead of a dry powder to avoid dust?

### **3.5 Dangerous Substances – Oxygen, fuel gases, flammable liquids and paints.**

There is limited exposure to dangerous substances of this nature. If we are required to use substances such as oxygen and fuel gases for short duration work. They will be stored and used in conformity with the Dangerous Substances & Explosive Atmospheres Rags. In addition, where their use is required in confined or unconfined

spaces specific Method Statements and Risk Assessments will be issued and must be complied with.

All employees will be taken through the Method Statements and Risk Assessments and Supervisors are required to ensure that these are being observed and keep records of such checks/audits.

Likewise in the event that we are required to use flammable Liquids of any sort they will be kept in a designated store, other than the quantity necessary for the immediate work in hand.

### **3.6 Electrical Equipment/Lighting**

Work on Electrical Installations and equipment within both new and old buildings forms the backbone of our operations. Our employees will be trained in all aspects of the work they undertake and given the hazardous nature of the work extreme care will be taken to ensure that permit to work, lock off and live working protocols are followed at all times.

All electrical equipment, lighting, portable tools etc., will only be serviced, installed or repaired by a competent electrician from within our Electrical team. .

The periodic testing of circuit of mains circuits and lighting will be undertaken every five years by a competent individual.

Management shall retain a record of all portable appliances testing carried out. All portable equipment will not be more than 110v capacity (240v may only be used if fitted with RCD's). Adequate earthing, suitable cable etc. will be provided for all equipment. All portable electrical equipment will be tested and inspected on a regular basis by a competent person from within the Company.

In working areas either internally or externally where the lighting is inadequate temporary task lighting will be supplied as required.

### **3.7 Excavations & Groundworks**

Excavation and groundwork are not a part of the operations of the Company. However employees should be aware of excavations within a construction environment and take appropriate precautions in and around them.

### **3.8 Fire Safety & Precautions**

As a Company we shall carry out our duties in compliance with the Fire Safety (Scotland) Regulations. The Company have a Fire Safety Policy that dovetails with the H&S Policy.

A Fire Risk Assessment will be carried out on all buildings and the findings made known to employees.

Appropriate fire fighting equipment will be provided and checked/ maintained every 12 months by a competent person. All statutory examinations, tests and drills will be undertaken as required.

Emergency Lighting and other associated fire prevention and evacuation equipment will be provided and checked and maintained as outlined within the Fire Risk Assessment. All company vehicles carry fire extinguishers.

### **3.9 First Aid**

A sufficient number of First Aiders and first aid provision will be made available as required under the Health & Safety (First Aid) Regulations based on an assessment of risks, number of workers and working environment.

Where special circumstances arise specific risk assessments will be carried out.

First aid boxes will be available at Head Office and within Company vehicles. They will be regularly inspected by the nominated First Aider.

### **3.10 Fumes, Dust & Vapours - Working in Confined Spaces**

The nature of the work the company undertakes means that fumes, and dust can occur. All efforts will be made to ensure that the level of fume, dust etc., is kept to a tolerable level.

Additional extraction and ventilation will be provided where natural ventilation is not sufficient.

The management will ensure adequate provisions are made and Method Statements and Risk Assessment prepared and adhered to.

If work in confined spaces is required a specific Method Statement and Risk Assessment will be carried out and only trained personnel will be engaged in the task.

### **3.11 Hand Arm Vibration (HAV)**

Hand Arm Vibration can be the cause of significant long term injury the Company will adopt all reasonable precautions to protect the employees from this hazard.

The power tools we select will be:-

- Suitable for the work and the conditions in which it will be used.
- Operated by trained employees, in the appropriate manner and conditions.
- The Equipment will be maintained and checked at regular intervals to ensure its performance in relation to protecting the employees.

As a Company we continually look at the vibration measurements of all our power tools, this will be an ongoing process, as we wish to keep our employees working in as safe an environment as possible.

### **3.12 Health and Safety Signs & Notices**

All Statutory notices will be displayed as required by The Health & Safety (Safety Signs & Signals) Regulations and warning boards will be displayed where a particular hazard exists.

### **3.13 Health Surveillance**

Should health surveillance or medicals be required the Company will treat every case separately and sympathetically

### **3.14 Hot Work**

Any hot work carried out by direct employees or Sub Contractors will be subject to a Permit to work system. This is outlined in the specific policy document.

### **3.15 Housekeeping**

Slips trips and falls are one of the major contributors to accidents in both the office and Site environment. It is vital that everyone plays their part in maintaining a clean and tidy work space/site/ area.

Access ways and walkways should be kept clear of plant, tools, materials and other matters at all times. Suitable receptacles will be provided for scrap and rubbish. Working areas will be kept tidy as possible, rubbish and litter should not be allowed to accumulate. Cables, hoses, pipes etc., in the work areas will be routed so far as the work allows to reduce tripping hazards.

The Managers will be responsible for auditing the above; however everyone has an individual duty to manage this process.

### **3.16 Information & Consultation**

The Company wish to ensure a free flow of information regarding Health and Safety matters. We will consult with our employees as required by the Health and Safety (Consultation with Employees) Regulations. Given the size of the organisation this will often take the form of informal discussions on site when the Director undertakes client visits.

The regulations are aimed at providing information on the day to day operations of the organisation plus consultation on future projects and development in relation to Health & Safety matters. Both safety induction and tool box talks will be used to communicate this message along with appropriate written information and where appropriate meetings with the workforce.



All employees will be issued with the Company's Health & Safety Policy Statement of Intent and have access to the full policy documentation at any time together with general information and guidance on safe working arrangements and practices.

Risk Assessments and Method statements will be discussed with employees prior to work commencing.

### **3.17 Manual Handling**

Manual Handling is a normal working occurrence that if carried out incorrectly can have adverse consequences on the individual. Any manual handling operation should be assessed in some way.

If a potentially hazardous or significant manual handling operation cannot be avoided then a formal risk assessment should be carried out. Employees in the normal course of their duties carry out informal risk assessments of each manual handling task they must undertake. Should additional assistance or equipment be required they should contact the Director or immediate Supervisor.

All employees will receive some form of Manual Handling instruction as part of the Company Training Plan.

### **3.18 Method Statements and Risk Assessment**

Method Statements and Risk Assessments will be prepared for all tasks where significant hazards are identified. These will be communicated to the workforce by the Management/supervisory team.

### **3.19 Mobile phones/Hands free kits in cars**

The use of a mobile phone while driving is prohibited. Use of hands free phone is also discouraged as it can be distracting for the driver. The use of mobile phone for personal calls except in emergencies is generally prohibited on Construction Sites. Mobile phones can only be used during the break periods.

If working on a Principal Contractor's site it will normally be indicated during the induction process if and when using a mobile phone is allowed.

### **3.20 Noise**

The Control of Noise at Work Regulations requires us to assess risks and to provide workers with information, instruction and training. Where appropriate we might be required to carry out health surveillance for those workers at risk from hearing damage. This is now a requirement when noise exceeds 87Db.

Instruction will be given to all employees regarding the hazards of noise and the risks of industrial deafness, during meetings and toolbox talks. Appropriate ear protection will be made available by the Company following the completion of a risk

assessment. All possible steps will be taken to reduce noise from plant and machinery including the use of noise suppressed equipment and where possible the use of acoustic panels or screens etc.

These regulations require us to provide ear protection if requested at 80dba and it is now mandatory to provide suitable ear protection for those exposed to more than 85dba whilst at work.

### **3.21 Personal Protective Equipment (PPE)**

The Company will ensure all Risk Assessments are undertaken and Method Statements completed and where appropriate Personal Protective Equipment will be issued as required by the Personal Protective Equipment Regulations. Personal protection should always be considered as the last resort after other control measures have been considered. All necessary protective clothing and equipment will be provided.

Should employees feel that the PPE is inadequate or they need further information or additional PPE they should contact the Managing Director or Production Director.

### **3.22 Safety Audits & Inspections**

Regular Audits will be carried out by members of the Management team to ensure compliance with the legal requirements, codes of practice, working practices and method statements. All employees are encouraged to carry out general hazard spotting inspections in work areas and advise the management team of issues that they feel need addressed. Where non conformances or poor practice is identified then it will be brought to the attention of the individuals concerned and remedial action instigated.

### **3.23 Smoking**

Smoking is only allowed in designated areas. Smoking is not allowed in any Company buildings or Company Vehicles.

### **3.24 Sub Contractors**

While there are a number of criteria that are applied when choosing sub contractors. It is important that their attitude to and performance in Health and Safety matters are taken into account.

The Company will require Sub Contractors to provide evidence of Insurance, Method Statements, Risk assessments and the competence of their employees to carry out the contracted work.

### **3.25 Training**

A Company Training Plan will be developed to meet all training requirements including Health & Safety training requirements. This will include induction training, on

going H & S training and where necessary training on new equipment and working practices. The operation of the plan will be reviewed by the Directors of the Company on a regular basis throughout the year.

### **3.26 Transport – (Vehicles)**

Company vehicles will be appropriate for the tasks required and operational environment, they will be maintained in a roadworthy condition and nominated drivers must carry out daily checks of their vehicles prior to use and in conjunction with the required check procedure. Employees must not overload vehicles beyond the stated capacity. All vehicles delivering equipment and materials onto premises or sites must only do so under the strict control of a nominated responsible employee appointed by the Management.

Being struck by vehicles is a significant risk. Employees must be continually aware of their surroundings in relation to the movement of vehicles and avoid unnecessary hazards. Heavy Plant and equipment are used throughout construction sites and both the operators and the employees should be mindful of safety in and around the machines.

Employees must not drive or operate any vehicle for which they do not hold an appropriate driving license or permit. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

No employee will operate any Plant, Vehicle or Equipment whilst under the influence of alcohol or drugs (unless medically prescribed – even then they must confirm with their doctor as to the possible side effects and advise the Company of the nature of the prescription drugs and the length of time they have been prescribed for. )

The requirements of the vehicle insurance policy will be paramount. If any doubts arise employees should clarify the situation with the Company.

### **3.27 Waste Control**

The Company shall ensure that any waste generated by its operations is kept to a minimum and that if appropriate is disposed of in an appropriate manner by a Registered Waste Disposal operator

A separate risk assessment will be undertaken when dealing with significant amount of waste or of waste of a hazardous nature.

### **3.28 Welfare Facilities**

The Company will make provision for welfare facilities on site appropriate to the numbers of staff employed and their gender. Where they operate as a Sub Contractor then the Principal Contractors undertakes that responsibility,

### **3.29 Working at Height**

Person and materials falling from heights are two of the most significant causes of fatal and major injury. Therefore employees, supervisors and sub-contractors should be aware of the risks and the precautions to be taken.

Where possible working at height should be avoided, where this is not practical Method Statements and Risk Assessments should be put in place to mitigate the hazard and all employees should taken through the documents.

A ladder register will maintain and ladders regularly inspected. The workforce should inspect all ladders prior to use to identify any problems. If any are found the ladders should be taken from service and replaced.

Other methods of access such as MEWP's, mobile scaffold towers and static scaffolds will be the preferred option to ladders or step ladders if there use is considered to be reasonably practicable.

### **3.30 Work Equipment**

As a company we shall maintain, test, and check our work equipment regularly and keep the appropriate maintenance records.

Work equipment will be operated by trained employees in the appropriate conditions and manner. Maintained and checked as required to ensure its performance in relation to protecting the employees.